Presented by
LibraryLinkNJ,
the New Jersey State
Library and the
New Jersey Library
Association:
*Technology Speed
Dating*

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Best Practices Teaching Technology to Your Community

1. Basic Program Preparation

- Pick your topic.
- Choose your target audience.
- Schedule time, date, and location.
- Select format of session (program, forum, series).
- Collaborate with a colleague or community member.
- Set budget [if applicable].
- Pitch program to stakeholders [if applicable].

2. Market Program to Your Audience

- Create catchy name for program.
- List bullet points of what participants can expect to learn.
- Post signage around your library and community.
- Advertise locally and use Social Media.
- Talk to your patrons about upcoming program.
- Promote program during classroom instruction or at other library programs.

Student testing out an app he learned about during the *Free Productivity Apps and Websites Program.*

3. Prepare Your Program

- Spend LOTS of time educating yourself about the technology so you can field questions.
- Watch tutorials and how-**to's on the technology you plan on teaching.**
- Map out and create content of presentation.
- Create your presentation using the technology you are teaching (i.e. If you talk about Prezi or SlideRocket, use them to present your info instead of PowerPoint); or if you are teaching hands-on technology, have the devices available for attendees to try.
- Prepare for potential problems, such as computer/Internet/projector failure. Know your content well enough that you can discuss it without having the live technology available. Have handouts ready.

Katie Maricic and Bonnie Lafazan, Berkeley College Librarians, with students holding certificates for completion of the 3-Part *Free Productivity Apps and Websites Program.*

4. Engage Your Audience

- **Relate technology specifically to your audience's needs (i.e. While explaining** Microsoft SkyDrive, tell students how they can share group projects with classmates, but tell community patrons how they can share photos or travel agendas with family).
- **Incorporate videos from the technology's site. Sometimes companies explain** their products better than you can, and fun videos break up long presenter monologues.
- Provide handouts with applicable technology descriptions so attendees can take notes and keep track of tools more easily.
- Talk and engage with your audience. Be prepared to discuss issues or difficulties they may have experienced with the tools you are teaching.

5. Assessment

- Pre-test and Post-test with iclickers (or other audience response tools) to see what participants knew before the program, and what they learned.
- Hand out surveys in order to assess what participants liked best from the program, or what did not work well. Surveys can also be used to ask participants if they would come back for future presentations, and what times would be best.
- Award certificates of completion to participants after each program. If the program is a series, offer an additional certificate for completing the series. Market as great for resume building!

6. Overcome Obstacles

- No one showing up/signing up: perhaps change time, teaching tool, or your audience. Offer food or refreshments to program participants.
- Rowdy/inattentive audience: call out a participant and have them interact with the technology.
- Overly specific questions: be prepared for on-the-fly demonstrations, or if you do not know the answer, inform participant that you will find out for them.